

REQUEST FOR STATEMENT OF QUALIFICATIONS

“ON-CALL” ENGINEERING SERVICES FOR FLOOD, ROAD, BRIDGE, and ENGINEERING PLAN CHECK PROJECTS

I. INTRODUCTION

The Orange County/Resources Development Management Department is soliciting Statements of Qualifications (SOQs) from Architectural/Engineering (A/E) firms to provide “on-call” engineering and engineering support services for Flood, Road, Bridge, and Engineering Plan Check projects. It is anticipated that RDMD will need these services to aid current staff in project delivery. The amount of contracted work for each A/E Firm in each category shall not exceed \$200,000.

II. PURPOSE

The intent of this request for Statement of Qualifications (SOQ) is to enable Resources Development Management Department to develop a ranked list of A/E firms that can be contracted for “on-call” engineering and related services for the separate categories of Flood, Road, Bridge, and Engineering Plan Check projects.

III. DESCRIPTION OF ARCHITECT-ENGINEERING SERVICES REQUIRED

The required A/E services are described in Attachments A through D – Scope of Work.

IV. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL REQUIREMENTS

Interested firms meeting the qualifications and interested in performing the tasks, generally described in Attachments A through D - **Scope of Work**, are asked to submit the following information and formatted into sections 1-5 as requested below. Failure to follow the required format may result in disqualification. A separate SOQ is required for each category. Any additional information you may want to include shall be shown as an appendix to the required information. No schedule of rates will be due at this time.

1. **Firm Background:** Provide a description of your firm, staff, technical capabilities and the type of services that your firm is qualified to perform, including any discipline where your firm has special expertise.
2. **Project Leadership:** Include names, titles and up-to-date resumes of all proposed team members (key personnel and support staff) detailing their experience, function, responsibilities, qualifications and licenses/certifications.
3. **Staffing:** Names of key personnel who might be assigned to project(s), their experience, and length of time with the firm. Names of licensed professional(s) and certification number(s) authorized to sign engineering plans and studies. Confirm that the firm has adequate personnel to execute projects as described in the selected category (attachments A through D – Scope of Work). Also, list services that A/E will be sub-contracting including the probable sub-contractors. Please note that the aggregate money value of the sub-contractors work for any A/E on-call contract with the County shall not constitute more than forty-nine percent (49%) of the total work under the A/E contract.

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4. **Experience:** Describe at least three (3) projects that demonstrate your firm's qualifications to accomplish the services described in selected category (attachments A through D - Scope of Work). Include the following information for each project:
 - a. Project description and location.
 - b. Approximate project cost and A/E fee (include any contract increases in fee and state the reasons for the increase).
 - c. Project start date and completion date (note if completed on schedule and, if not completed on schedule, state the reasons why).
 - d. References: Include references that are familiar with the projects described above and are able to comment on your firm's performance as related to these projects.
5. **Firm's Location:** The selected firm's proximity to County offices shall provide a travel time of no more than two hours under normal driving conditions; this allows for a timely exchange of information and materials and is critical to meeting project milestones and schedules.

V. EVALUATION PROCESS

Evaluation of the Statements of Qualifications (SOQs) by the review panel will be based upon the following criteria:

1. Technical Experience
 - a. Specific related experience that demonstrates the A/E's ability to perform the specific tasks outlined in the request for Statement of Qualifications.
2. Key Personnel and Reference
 - a. Proposed project team qualifications, key personnel, and related experience
 - b. Proper licenses and certifications of key personnel
 - c. Specific required knowledge of key personnel
3. Adequate Staff and Availability to Perform Project
 - a. Commitment to make staff available for the project.
4. Other factors
 - a. Other factors including experience with public projects, experience doing projects in Orange County for cities or the County, knowledge of County (Road, Flood, Bridge, etc.) standards, proximity of office to Orange County and firm resources available within Orange County.

VI. SELECTION PROCESS

Selection of the A/E will be a five-step process:

1. Step (1): Screening of the SOQs by a review panel comprised of appropriate County staff (see Evaluation Process above). A separate review panel will be established for each of the four categories (Flood, Road, Bridge, and Engineering Plan Check projects). Firm interviews will not be conducted unless as otherwise determined by the County.

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2. Step (2): Preparation of a ranked slate of recommended firms, for each of the four categories, based on evaluation and scoring of the SOQ's content and references.
3. Step (3): Submittal of the top ranked firms in each of the four categories to the Orange County Board of Supervisors with a request for the Board to select a certain number of A/E firms in each of the four categories to perform the work.
4. Step (4): As the need for A/E on-call services arises for a category, a firm will be selected from the Board's approved list for that category, in the order the Board ranks the A/E firms, and an agreement will be negotiated. If an agreement can't be negotiated with the selected A/E, then negotiations will be terminated with that A/E. Negotiations will begin with the next ranked A/E firm from the list for the selected category. This process will continue until an agreement has been reached with an A/E firm.
5. Step (5): After an agreement is negotiated with the selected firm, the agreement shall be submitted to Board of Supervisors for approval.

VII. SUBMITTAL INSTRUCTIONS

Firms desiring to respond to this request are asked to submit five (5) copies of the Statement of Qualifications (SOQ) to the location shown in the Attachment for that category. Please label the appropriate category clearly on the SOQ's.

SOQs are due **by 4:00 p.m. (local time) on February 14, 2006**, and may be mailed or hand delivered to the address shown in the Attachment for that category.

VIII. OTHER PROCEDURAL INFORMATION

General questions regarding this request for Statement of Qualifications should be directed to Mehrdad Soltani at (714) 834-2943. Specific questions concerning the SOQs for each of the categories should be directed to the person listed in the Attachment for that category.

The purpose of these procedures is to ensure that RDMD receives adequate Statement of Qualifications (SOQs), and to ensure that A/Es receive fair and equitable treatment in the receipt and review of their SOQs.

The submittal of the SOQ is interpreted by RDMD as permission by the respondent for RDMD to verify all information contained therein. If necessary, RDMD may request additional information from the respondent either verbally or in writing. Failure to comply with any such request may disqualify the respondent from further consideration.

Nothing contained in this request for Statement of Qualifications shall create any contractual relationship between the County and the A/E.

A/Es are solely responsible for any costs incurred in the development and submission of the SOQs or any other presentation, in response to this RFQ.